UNIVERSITY OF MYSORE.

Notification No. 877, *dated 19th July 1920.*

In Notification No. 12663, dated the 26th June 1920, announcing text-books in Hindustani d Persian for the Entrance, 1st Year B. A and 2nd Year B. Sc. classes of 1920-1921, the llowing additions may be made :—

I. HINDUSTANI (2ND LANGUAGE).

(*a*) *University Entrance Examination, 1921.*

Prose and Poetry.—Guldastai Adab *by Pehr Manohar Lal* (can be had at Allahabad or Lucknow at any of the booksellers).

(*b*) *First Year B. A. Class*, 1920-1921.

Poetry.—Mukhtar Ashaar Jild I (Selections from Divane Naseer and Souda).
Prose.—Makatibati Shible Jild I (Volume I).

These books can be had at, "The school books and Literature Society," Madras, and at any ook Depot, Aligarh.

V. SUBRAHMANYA IYER,
Offg. Registrar.

EDUCATION DEPARTMENT.

MYSORE GOVERNMENT TECHNICAL EXAMINATION (COMMERCIAL BRANCH).

Notification D. No. 84, *dated* 22*nd January* 1920.

In supersession of all previous orders on the subject, the following rules regarding Com- rcial Education and Examinations are issued, and will come into force from the academi- year 1920-21.

A. ENGLISH SECTION.

1. *Admission of pupils to Commercial Schools*:—(i) Students seeking admission into ernment or Aided Commercial Schools should produce certificates granted by Head Mas- of recognised English Schools that they have successfully completed the IV Form course are eligible for promotion to the V Form, or they must produce evidence of having attained ndard equal to or higher than the V Form. Europeans or Anglo-Indian students whose her tongue is English should produce evidence of having attained at least the VII Stand- of their schools.

(ii) Admission of students whose case is not covered by the above rule should be made the previous approval of the Inspector-General of Education, as a general rule, or sub- to his confirmation only in special cases.

(iii) Headmasters of Government Commercial Schools or of Government High Schools to h Commercial Classes are attached should submit to the Inspector-General not later than 15th July each year, a report that Rule 1 above has been strictly complied with.

2. *Subjects of study and courses.*—The subjects of study and courses will be as shown ppendix I, and the syllabuses as in Appendix II.

3. (*a*) There will be an admission fee of 8 annas per pupil, and the rates of fees will follows, and will be collected each month, in advance from June to March, the collec- for March including the fees payable for the following April and May. Names of pupils do not pay their fees till the close of any month shall be struck off the roll and they will to pay a fresh admission fee, if they seek re-admission.

(*b*) *Rates of monthly fees.*—(i) *For the one year course or first year of a two-year* .—Re. 1 per pupil for Short-hand and Type-writing and As. 8 per pupil for each of the subjects; As. 8 for Short-hand alone and Re. 1 for Type-writing alone. The maxi- fees payable for combination of any number of subjects will be Rs. 2.

(ii) *For the second year course of a two-year subject.*—Rs. 2 for Short-hand and Type- g and Re. 1 for each of the other subjects; Rs. 2 for Type-writing alone and Re. 1 for hand alone.

For a combination of Short-hand Junior with Type-writing Senior Rs. 2 and of Short- Senior with Type-writing Junior Re. 1.

The maximum fees payable by a pupil for any combination of the second year courses the second with any of the first year or one year courses will be Rs. 3.

(ii) Candidates for the Public Examination will be required to have put in an attendance of not less than 60 per cent of the working days in each of the two terms or 75% of the total number of working days for the whole year. Late admissions should not be made by Heads of Commercial Schools in anticipation of exemption.

(iii) The certificates of attendance for the two terms and the whole year calculated up to 10th March should be forwarded by Heads of Commercial Schools, so as to reach the Secretary, Local Examinations Boards, Bangalore, not later than the 18th March and should be in the following form, copies of which will be furnished by the Secretary, Local Examinations Boards, Bangalore, on application.

ATTENDANCE CERTIFICATE.

	I Term	II Term	For the year
Number of working days			
Pupils' attendance			
Percentage			

(iv) Recommendations, if any, for exemptions in respect of deficient attendance should be made separately along with the certificates of attendance in the form shown below :—

Name of candidate	General Educational Qualifications	Commercial course taken up
1	2	3

Attendance in I Term			Attendance in II Term		
Number of working days	Number of days attended	Percentage of attendance	Number of working days	Number of days attended	Percentage of attendance
4			5		

Deficiency in attendance	Special reasons, if any, for recommendation
6	7

5. The above rules shall be binding on all Commercial Schools which apply for recognition.

6. *Public Examinations.*— (i) Examinations in Commercial Subjects of the Junior & Senior Grades will be held at Bangalore and Mysore every year in the month of April, the dates and hours of Examination will be notified at least two months before the commencement of the Examination.

(ii) Students of recognised Commercial Schools and Colleges and Commercial Classes attached to High Schools will be allowed to appear for the Examinations, provided they are certified by the Heads of their Institutions to have attended the class regularly in the subjects concerned in the

(iii) Teachers and Members on the staff of Commercial Schools are exempted from the production of term certificates.

(iv) Except in the cases mentioned in Sub-clause V below, no student who has not passed the Junior examination in any subject will be permitted to appear for the Senior Examination in that subject.

(v) 1. The following classes of candidates may, at the discretion of the President of the Board, be allowed to appear for the Senior Examination without passing the corresponding Junior Examination or exempted from the 1st year course of a corresponding subject in which there is only a Senior Examination, provided they are otherwise qualified under Rule IV (ii) relating to terms.

2. Candidates mentioned in Clause (*e*) below will be treated also as having passed the Junior Examination of Subject No. 8, Appendix I, provided they have passed in this subject in the foreign examinations.

(*a*) *Bona-fide* merchants.

(*b*) Those who were or are students of University Entrance or higher classes.

(*c*) Those who have passed the Elementary or Junior Grades of recognised Foreign Examinations.

(*d*) S. S. L. C. candidates who have passed in Commerce taken as an optional subject.

N.B.—In the case of all the candidates mentioned in (*a*), (*b*), (*c*) and (*d*), permission for applying for admission to the Examination should be made by the Heads of Institutions concerned, before the 15th November preceding the Examination.

(vi) Candidates qualified for promotion to the VI Form will be exempted from the 1st year course of Subject No. 7 of Appendix I and those who have completed the S. S. L. C. or an equivalent course will be permitted to take the Senior Examination in that subject without putting in terms.

(vii) The following candidates will be exempted from passing the Senior Examination in English Composition. (Subject No. 7 Appendix I.)

1. Matriculates of Indian and Foreign Universities and others holding higher academical qualifications.
2. S. S. L. C. Holders declared E. C. and P. S.
3. S. S. L. C. Holders who have passed in Group I.
4. Holders of the Cambridge Senior Examination Pass Certificates.

(viii) Those who, having appeared for the Public Examination in both Short-hand and Type-writing of Subject No. 5 of Appendix I, pass in either of these portions, will be permitted to take the Public Examination in the remaining portion of the subject.

7. *Examination fees.*—(i) The fees will be Rs. 3, for each subject of the Junior Grade Examination, subject to a maximum of Rs. 10 in case of combinations, and Rs. 5 for each subject of the Senior Grade Examination, subject to a maximum of Rs. 20 in the case of combinations of Senior Grade Examinations or of any Senior Grade with Junior Grade Examinations. Fees once paid will, under no circumstances, be returned or reserved for a future Examination.

(ii) All applications together with treasury receipts should reach the Secretary, Local Examinations Boards, Bangalore, not later than the 15th January immediately preceding the Examinations. Separate application forms have to be used for the different grades. Forms of applications can be obtained from the Secretary, Local Examinations Boards, Bangalore.

(iii) All candidates from the same institution should select the same Centre of Examination and forward their applications through the Heads of their Institutions. Candidates who under Rule VIII and XI (iii) (iv) and (v) are permitted to appear by private study, should send in their applications, with treasury receipts direct to the Secretary, Local Examinations Boards, Bangalore.

8. *Private study.*—Candidates from Commercial Schools who have failed in any subject at the Public Examination will be permitted to appear for the Examination in that subject within the next three years by private study and similarly S.S.L.C. candidates who fail in "Commerce" taken as an Optional Subject, are permitted to appear for corresponding Commercial Examinations of the Junior Grade, within the next three years, without putting in separate terms in any recognised Commercial School or classes. Candidates holding 'Senior' or advanced Foreign Commercial Certificates will be permitted to appear for the Senior Grade of the Mysore Examinations, without putting in terms in any recognised Commercial School.

9. (i) *Pass Certificates.*—A candidate will be declared to have passed in the I Class or II Class according as he obtains, not less than 60 per cent or 35 per cent respectively of the maximum in each paper on a subject and in the Practical Examination, if any, and according as he has passed the Junior or Senior Examination, a Junior or Senior Pass Certificate will be awarded to him. The grant of the Senior Certificate in any subject is

conditional upon the candidate passing the Senior Examination in English Composition (Subject No. 7 of Appendix I), unless he is exempted from passing this Examination, under Clause VI, (vii). Candidates for the Senior Examinations should forward to the Secretary, Local Examinations Boards, Bangalore, with their applications, the corresponding Junior Pass Certificates, if any, already granted to them.

(ii) A Pass Diploma will be awarded to any candidate, in exchange for the Senior Pass Certificates in the first seven subjects and Junior Pass Certificate in the last subject of Appendix I, provided he has obtained not less than 40 per cent of the total maximum in the Final Examinations in these subjects.

(iii) An Honours Diploma will be granted to any candidate who obtains not less than 60 per cent of the total maximum in all the eight subjects of Appendix I at the Final Examination. Candidates mentioned in VI (v) (c) will be granted Pass diplomas, provided they obtain 40 per cent of the total maximum in subjects other than those in which they hold certificates of foreign examinations. For purposes of the Honours Diploma, those who hold at least First Class Certificates of the Elementary or Junior Examination in subject No. 8 of Appendix I will be considered as having obtained 60 per cent in that subject. In the case of candidates mentioned in VI (vii), Subject No. 7 of Appendix I, will not be taken into account for purposes of Pass or Honours Diploma.

10. Any candidate, who has passed in any subject, with the lower minimum will be permitted to appear, within the next three years, for the Public Examination in the same subject and of the same grade, with a view to enabling him to obtain the higher minimum qualifying for Pass or Honours Diploma. In the case of such candidates, the highest marks obtained by them in any subject at any Examination shall be taken into account.

11. *Transitional rules.*—(i) Those who have passed the Elementary or Intermediate Examinations will be treated as having passed the corresponding Junior Examinations and exempted from the first year course of a corresponding subject in which there is only a Senior Examination, holders of Intermediate Grade Certificates in Short-hand or in Type-writing being, in addition, treated as having passed the corresponding portions, of the Senior Examination in Subject No. 5 of Appendix I.

(ii) Holders of Advanced Certificates will be treated as having passed the corresponding Senior Examinations.

(iii) Those who have failed at the Elementary or Intermediate Grades will be permitted to appear for the corresponding Junior Examinations, without putting in terms in any recognised Commercial Schools, and will be exempted from the first year course of a corresponding two-year subject.

(iv) Those who have failed at the Intermediate Short-hand or Type-writing Examinations, will be permitted to take the corresponding portions of the Senior Examinations in these subjects, without putting in terms.

(v) Those who have failed at the Advanced Examinations will be permitted to take the Senior Examinations in corresponding subjects without putting in terms.

N.B.—Candidates intending to avail themselves of the concessions in clauses (iii), (iv) and (v) of this rule should apply before 15th November to the Secretary of the Board for permission to appear for the Examinations.

B. VERNACULAR SECTION.

1. *Admission of pupils to Commercial Schools.*—Students seeking admission to the Vernacular Section of the Commercial Schools should have at least reached the standard of the IV Kannada Class, the admission of students of a lower qualification being subject to the approval of the President of the Board for Commercial Education and Examinations.

2. *Subjects of study and courses.*—The following are the subjects taught, each subject comprising a course of two years, Kannada will be the medium of instruction :—

(a) Book-keeping.
(b) Commercial Arithmetic.
(c) Methods and machinery of business.
(d) Currency and Banking.
(e) Economic Geography.
(f) One of the following Languages :—
English, Tamil, Guzrati, Urdu or Telugu.

3. *School Fees.*—There will be an admission fee of 8 annas per pupil, and a monthly fee of annas 8 per pupil. The fees will be collected every month from June to March, the collection for March including fees payable for the following April and May. Free studentships not exceeding 50 per cent of the strength will be allowed.

4. *Terms.*—The terms and certificates of attendance will be the same as those for the English Section. Exemptions, under special circumstances, in respect of deficiency in terms, may be granted by the President of the Board, on the recommendation of the Head of the Institution concerned.

5. *Public Examinations.*—(i) There will be a Public Examination in the month of April held at Bangalore and Mysore every year, in each of the subjects of study, at the end of the two-year course. The dates and hours of Examination will be notified at least two months before the commencement of Examination.

(ii) No student who is not certified by the Head of the Institution concerned as having put in the required terms will be admitted to the Examination unless he has been exempted by the President of the Board.

6. *Private Study.*—(a) Teachers of recognised schools, *bona fide* merchants or others employed in Commercial and Industrial Firms, will be permitted to appear for the Vernacular Examinations by private study, provided they are certified by the Heads of their Institutions or any Municipal Commissioner to have been engaged in their respective professions for at least two years. The applications for permission to appear for the Examination should in these cases, be made to the Secretary, Local Examinations Boards, Bangalore, not later than the 15th November preceding the Examination.

(b) Candidates who have once failed at any Public Examination may appear for the Examination in succeeding years by private study.

7. *Examination Fees.*—The examination fee will be Rs. 2 for each subject, subject to a maximum of Rs. 5 in the case of any combination of subjects.

8. *Certificates and Diplomas.*—A candidate will be declared to have passed in the First or Second Class according as he obtains 60 per cent or 35 per cent of the maximum respectively in each subject. A Pass Certificate will be granted to the successful student. A Pass or Honours Diploma will be awarded to any candidate who obtains not less than 35 per cent or 60 per cent respectively of the total maximum in all the subjects mentioned in Rule 2.

9. Applications for admission to the Public Examination should reach the Secretary, Local Examinations Boards, Bangalore, not later than the 15th January preceding the Examination. Applications from private candidates should be sent directly to the Secretary, Local Examinations Boards, Bangalore, and those from school pupils should be sent through the Heads of the Institutions concerned. The Examination fees should be paid into a Government Treasury and the Treasury Officer's acknowledgment obtained in the appropriate column of the application forms.

10. The Syllabuses, the number of question papers in each subject and the maxima and the minima for pass will be as in Appendix III.

APPENDIX I.

SUBJECTS OF STUDY AND COURSES.

Serial No.	Subject	Courses of study	Nature of Public Examinations
1.	Accountancy and Auditing ...	Two years,	A Junior Examination at the end of the 1st year course of study and a Senior Examination at the end of the 2nd year course.
2.	Banking and Economics ...	do	do
3.	Methods and Machinery of Business	do	do
4.	Commercial History and Economic Geography ...	do	do
5.	Shorthand and Typewriting ...	do	A Senior Examination at the end of two years' course of study.
6.	One of the following Languages other than the Vernacular in which the candidate is literate, up to at least the III Form Standard: Guzarati, Kannada, Tamil, Telugu and Urdu ...	do	do
7.	English Composition of the S.S.L.C. Standard.	do	do
8.	Commercial Arithmetic ...	One year	A Junior Examination at the end of one year's study.

2. Syllabuses, Text and Reference Books are as in the Appendix II. The syllabus for the Senior Examination includes that for the Junior Examination, if any, in the corresponding subject.

3. The number of question papers and the maxima and the minima will be as shown at the end of the syllabuses in each subject in Appendix II.

APPENDIX II.

ACCOUNTANCY AND AUDITING.—(SUBJECT NO. 1).

Junior Course.—1. Single Entry.—Its meaning, the books used and methods of keeping them, incompleteness of the system.

2. Double Entry.—Its meaning, Principles and advantages as compared with single entry. The uses and forms of the petty cash book kept on the imprest system. Recording, in the cash book with discount and bank columns, the Bought, the Sold, the Returns and the Bill Books and the Journal, transactions of the following description :—Cash and Credit sales and purchases, cash receipts and payments, cheques received and paid, bills drawn, endorsed, accepted, discounted, honoured and dishonoured; furniture, building and Government securities, trade charges, interest, discount, bad debts and depreciation.

3. Posting the subsidiary books into the ledger, balancing and closing the ledger accounts, preparing the Trial Balance, exhibiting a Profit and Loss account and a Balance Sheet.

4. Conversion of accounts maintained by the single entry method into those kept by the double entry.

5. The preparation of Stock Book, its different forms and posting. Suspense and reserve accounts. Outstandings and pre-payments, Reserve Fund. Preparation of the Bank Reconciliation Statement, accounts current with interest columns and invoices.

Text Book :—Vaidyanatha Iyer's Book-keeping and Accounts.

Reference Books :—Cropper's Book-keeping and Accounts,
Fieldhouse's Book-keeping and Accounts, and
Elements of Book-keeping by K. S. Iyer.

	Maximum	1st class	Minimum	2nd class
One paper of 3 hours' duration on exercises	100	60		30
One paper of 2 hours' duration on principles	50	...		...
Total	150	90		53

Senior Course.—1. Consignment accounts both inwards and outwards, Partnership accounts and Goodwill. Contract accounts, Joint Ventures Company Accounts, issue of shares and debentures, Sinking Funds, Amalgamation and Reconstructions of Companies.

2. Methods of providing for depreciation Departmental and Trade Ledgers and the method of balancing them.

3. Recording and posting transactions involving or relating to the following—Rebate Preliminary expenses, Stock, Capital and Revenue, patents and Royalties, inland and Foreign branches, Hire Purchase and Instalments, the sale or Return of Goods.

4. Cost accounts, Bankrupts' Statement of affairs and Deficiency Accounts, Income and Expenditure Accounts.

5. Forms of the most important and common books of account and other auxiliary books required for the business of bankers, manufacturers and Insurance Companies. The forms of the presentation of the final accounts of such concerns.

6. Methods and principles of auditing various accounts, points to be attended to in the various accounts and in the final statements, System of internal check, Rights and duties of an auditor; Detection of fraud in accounts and discovery and rectification of erroneous entries in them. Continuous and Periodical Audits.

Text Book :—Batliboi's Advanced Accounts; D. Paula's Auditing.

Reference Books :—Cropper's Book-keeping and Accounts.
Fieldhouse's " "
Spicer and Pegler's Advanced Accounting.
Dicksee's " "
Spicer and Pegler's Auditing.
Dicksee's Auditing.

	Max.	Min.	1st class	2nd class.
1st paper of 3 hours' duration on exercises	100	...	60	35
2nd paper of 3 hours' duration on Principles of Accountancy and Auditing	100	...	60	35
	200		120	70

BANKING AND ECONOMICS.—(SUBJECT NO. 2).

Junior Course.—Some general principles of Banking; origin of Banks; utility of banks; discounting bills; loans and cash credits; Organisation of banks of India, the native banking houses and their practice; private banks and Joint Stocks Banks; Presidency Exchange and Co-operative Banks of India, characteristics of Indian Banking.

General principles of currency; economic importance of money; functions and attributes of money; different kinds of money with the principles of their issues; metallic and paper currencies of England and India; functions of Councils and Reserve Councils in India; the principles of Gold Exchange standard; methods of economising Metallic currency and the service of banks in that respect; the proportion between note circulation and the reserve against it; the character of reserves and their investment; Gresham's Law; General principles of Bi-metallism.

Banking practice as applied to the drawing of bills, cheques, etc., their endorsements, stamping and other forms incidental thereon; Forms of letters of Credit and Circular Notes.

Text Books.—Syke's Banking and Currency, Tannan and Shah's Indian Currency and Banking Problems.

	Max.	Min.	1st class	2nd class.
One paper of 3 hours	100	...	60	35

Senior Course.—1. The relations between Bankers and Customers. Bankers and Borrowers, Banker's Liability on Bills of Exchange, Cheques and Hundies, as payer, collector and holder; protection afforded to Bankers by Law; Banker's Lien; Clearing Houses. Guarantees.

2. Foreign Trade, Balance of Trade and Foreign Exchanges, favourable and unfavourable exchanges; Mint par exchanges, specie points, par of exchange between England and the Chief Countries of the world. The Theory of Foreign Exchanges, Money Market in England, Bank rates and Bank Returns. Principal coins of the principal countries and their relative values and quality of exchange.

3. Bank Book-keeping and accounts and administration of branches and Agencies. Provisions of the Indian Companies Act in relation to the formation, winding up, submission of accounts and statements and meetings of Joint Banks, Bank Balance Sheets.

4. A discussion of an Industrial Bank and a State Bank for India.

5. Economics as in Penson's Economics of Every day life.

Text Books.—As in the Junior course and in the syllabus.

	Max.	Min.	1st class	2nd class.
First paper (paras 1, 3, 4 and Junior portion) of 3 hours' duration	100	...	60	35
Second paper, paras 2 and 5. 3 hours' duration ...	100	...	60	35

METHODS AND MACHINERY OF BUSINESS.—(SUBJECT NO. 3).

Junior Course.—1. Official, Commercial and private Letters; recording inward correspondence; copying and indexing letters; filing correspondence and manifolding commercial papers; addressing envelopes; making up, recording and despatching letters, parcels and telegrams; the Telephone.

2. *Counting House Routine.*—Petty cash, Opening and rendering, collecting, receipting, checking and paying accounts. Postal regulations regarding inland of letters, post cards, packets and parcels, registration and insurance of Inland Postal articles; Postal Inland money order and V.P.'s and postal regulations regarding Foreign letters, etc.

3. *Buying and selling goods.*—(*a*) Price Lists, Prices current, tenders and estimates, Firm offers, quotations, orders, how to open business, contracts, Delivery orders.

(*b*) Invoices, Credit and Debit Notes, Delivery Book, Consignment Notes, Statements, Discount, Commission, Brokerage, Gross Weight, Tare and Net Weight.

(*c*) Practice relating to cheques, pronotes, Bill of Exchange, Postal Orders and I. O. U.'s.

(*d*) Letter writing on topics of the above syllabus.

Text Book.—Hooper and Graham's Home Trade.

Reference Book.—Vaidyanatha Iyer's Commercial Practice.
Clemson's Method and Machinery of Business.
Grebby's Commercial Correspondence.

	Max.	Min.	1st class	2nd class
One paper of 3 hours	100	...	60	35

Senior Course.—1. Exportation of Goods, Documentary Bills, Charter Parties, Bills of Lading, Freight, General and Particular Average; Total Loss, Marine Insurance, Bottomry Bond, Transhipment of Goods, Importation of Goods, Customs Formalities, Ship's

Report, Landing of Goods, Custom's entries, etc., Operations on the Stock Exchange. The London Stock Exchange; How stocks and shares are to be transferred; Fluctuations in prices; Patents, Copyrights, Designs, Trade Marks; Office Organisation of Trading Firms—Wholesale business, Retail stores, and indent business; Industrial Organisation and labour efficiency.

2. Advertising and Salesmanship and correction of Printer's proofs and Circular letters and the use of the Telegraphic codes.

3. Precis writing and Indexing.

4. Partnerships, Joint Stock Companies, their formation, working and winding up; Secretarial work—Returns. Preparation for Committee and General Meetings, Agenda, Minutes and Report.

5. Writing out of letters, notices and forms relating to the above.

Text Books.—Hooper and Graham's Export and Import Trade.
Davar's Method and Machinery of Business.
" Business Organisation.

	Max.	Min.	1st class	2nd class
First paper on para 1 and 5 of the Syllabus.. 3 hours	100		60	35
Second paper on paras 2, 3 and 4 of the Syllabus. 3 hours	100		60	35

ECONOMIC GEOGRAPHY AND HISTORY.—(SUBJECT NO. 4)

Junior Course.—1. Geography and its principles; effect of political and physical influences on man as an economic being; necessary conditions of various agricultural, industrial and commercial developments.

2. Agricultural products, *viz.*, wheat, maize, ragi, potato, fruits, vine, flax, wool and silk; cotton, tobacco, opium and tea; rice, sugar-cane, India rubber and tea; miscellaneous forest industries and paper; meat industry, fisheries, dairy products, mineral products; coal, petroleum, iron and steel, gold and silver, lead and other minerals.

3. A general knowledge of the chief characteristics, physical features and resources, climate and density of population of Mysore and India, their mineral, vegetable and animal products; how raised and disposed of; their main features; the markets to which they are sent and the uses to which they are put; foreign trade; exports and imports of Mysore and of India.

Text Book.—Mill and Allan's Commercial Geography.

	Max.	Min.	1st class	2nd class
One paper of 3 hours	100	...	60	35

ECONOMIC GEOGRAPHY AND HISTORY.—(SUBJECT NO. 4)

Junior Course.—1. A knowledge of the Commercial Geography of the British Empire and of the other countries of the world in so far as they affect the trade of the British Empire.

2 Trade routes of the world; The world carriers and the Panama Canal. Trade Centres and their development; influence of Geographical factors on the Commercial Policy of Nations.

3. Drawing a rough sketch map or outline of any portion of the British Empire showing any specified, important political divisions, trade routes, railways, fields of production, ports and markets of commodities.

4. (*a*) Ancient Commerce—Greece and Rome.

(*b*) Mediaeval Commerce—Barbarian invasions, Decay of commerce, its revival. The Italian Towns, the Hansa Towns, Trade Routes and Fairs, England's Trade.

(*c*) Modern Commerce—Commercial Empires, in the East and in the West, Commerce from the 16th to the 18th Century.

(*d*) Modern English and European Commerce.

(*e*) Modern Commerce of America and of Asia including India.

(*f*) Leading Features of Ancient Indian Shipping.

Text Books.—Chisholm's Advanced Geography.
Gibbin's History of European Commerce.

Reference Book.—Radhakumud Mukerjee's Ancient Indian Shipping.

	Max.	Min.	1st class	2nd class
First paper on paras 1, 2 and 3 of 3 hours	100		60	35
Second paper on para 4 of 3 hours,	100		60	35

SHORT-HAND AND TYPEWRITING.—(SUBJECT NO. 5)

Two Years' Course.

1. To take down in the reporting style one or more speeches dictated in English at the rate of 100 words per minute for 10 minutes.

To transcribe the above into long hand in one hour and 50 minutes. No candidate shall be allowed to pass, who makes more than 4% of errors or omissions in his transcription.

2. To take down in the reporting style of Phonography notes of an official or business character dictated at the rate of 110 words a minute and to elaborate the dictated notes into a proper letter of documentary form in long hand; the volume of notes to be dictated being regulated by the difficulty of elaboration. Time 2 hours.

3. To answer a paper on the principles of the learner's, corresponding and reporting styles of Phonography.

Standard systems of short-hand other than the Pitmanic will also be recognised.

Text-book for the Pitmanic System.—Pitman's Short-hand Instructor. Centenary Edition.

MODERN VERNACULAR LANGUAGES.—(SUBJECT NO. 6)

(Kannada, Tamil, Telugu, Urdu and Gujarati)

First Year's Course.

1. Reading up to the end of the Second Reader prescribed by the Department of Public Instruction, Madras, Bombay or Mysore. Writing in medium style to dictation in a bold hand.

2. Elements of Grammar including parsing.

3. Translation from and to English.

4. Conversation in the Vernacular Language on ordinary business subjects.

Second Year's Course.

1. Completion of the IV Reader published by a Government Department of Public Instruction. Grammar and Parsing to be in connection with the reading books.

2. A non-detailed study of not more than two books of prose of 200 pages together, the standard of the prose being the same as that of the IV Departmental reading book. Questions are to be based mainly on the prescribed books.

3. Translation from and to English Composition.

Text-books shall be those prescribed for this standard by the Education Departments of Madras, Bombay and Mysore, in the several Vernaculars.

	Max.	Min. 1st class	2nd class.
First paper of 3 hours on Text books	100	60	35
Second paper of 3 hours on Translation, Composition and Grammar	100	60	35

TYPEWRITING.

Two Years' Course.

1. *Speed Test*—To type-write a narrative or a speech of 900 words for a period of 30 minutes. Accuracy and neatness of execution are of the greatest importance. Time: Half an hour.

No candidate shall be allowed to pass who makes more than 5% of errors or omissions in his transcription.

2. *Statement.*—To type-write in proper form confused and abbreviated rough manuscripts (lithographed). (This paper is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and abbreviations). To type-write advanced tabular or other matter, such as invoices, balance sheets and statistical tables from manuscripts (lithographed), to display and rule up where necessary. Time: Two hours.

3. *Mechanism.*—A practical examination which may include questions on the manipulation and care of the machine; construction of the machine; possible defects and temporary derangements, their causes and their rectification; removal and replacement of detachable parts of the machine; adjustment, alignment, tension, inking devices, marginal stops, the method of spacing. A thorough knowledge of manipulating a duplicator is also essential.

Text-book.—Pitman's or Morton's Type-writer Manual.

					Max.	Minimum. 1st	2nd
I	paper	Short-hand,	Para 1.	2 hours	50	30	18
II	"	"	" 2.	2 "	100	60	35
III	"	"	" 3.	1 "	50	30	18
IV	"	Type-writing	" 1.	½ "	50	30	18
V	"		" 2.	2 "	100	60	35
VI	"		" 3.	Oral	50	30	18

ENGLISH COMPOSITION OF THE S. S. L. C. STANDARD.—(SUBJECT No. 7)

Two Years' Course.

Syllabus and Text and Reference books and detailed and non-detailed reading books shall be as in the V and VI Forms of English High Schools under the Mysore S. S. L. C. Scheme.

		Max.	Minimum 1st	Minimum 2nd
1st paper, Text-books and Composition,	3 hours	100	60	35
2nd "	3 "	100	60	35

COMMERCIAL ARITHMETIC.—(Subject No. 8)

One Year's Course.

1. Short methods to be employed in addition, Subtraction, Multiplication, Division and Involution. Extracting Square and Cube Roots. Abbreviated methods in Multiplication and Division of Decimals. Easy calculations of prices in Invoices and bills of cost.

2. Areas, Cubical contents, measurements of timber. The metric system of measures, weights and coins. Proportional parts as in partnerships and mixtures of metals. Simple and Compound Interest, Interest Ledgers, Accounts current of merchants and current and cash credit accounts of Bankers.

3. Banker's discount, Fire and Marine Insurance Premium calculations, cash discounts and percentages of profit, stock and shares and calculations of their prices and dividends (direct only). Simple exchange operations and chain rule in the calculation of the mint par of exchange. Equation of payments in relation to Bills of Exchange.

Text-book:—Jackson's Commercial Arithmetic.

	Maximum.	Minimum. 1st	2nd
One paper of 3 hours ...	100	60	35

APPENDIX III.

SYLLABUSES, QUESTION PAPERS AND MAXIMUM AND MINIMUM OF SUBJECTS IN THE VERNACULAR SECTION.

(*a*) *Book-keeping.*— Waste book, Cash book, or account and Journal, Posting into Ledger accounts, taking out a Trial balance and preparation of Profit and Loss account and a Balance Sheet. Explanations of the terms, Debit and Credit and of the Double Entry System of Book-keeping; Indigenous system of combining Cash book and Journal and its comparison with the double entry system; Special accounts.—Nominal, Discount, carriage, insurance and freight, commission, and interest on loans and investments. Suspense accounts, and Drawing accounts. Bills of Exchange, Preparation of final accounts from the Trial Balance and presentation of a Balance Sheet, Adjustments at the end of the trading period.

Text-book.—"Vartakara Lekkachara Padhati," Vol. I, by Mr. K. Sreenivasa Raghavachar, B.A., L.T., published by the Education Department, price Rs. 2.

Reference books.—Indigenous accounts by Mr. G. S. Subba Rao, B.A., published by the Mysore Education Department, annas 10. Book-keeping by Mr. G. C. L. Naranaiya, annas 12. Hand-Book of accounts by Mr. M. A. Srinivasachar, Re. 1. Native System of Book-keeping by Mr. V. C. Huli, annas 12.

		Maximum.	Minimum. 1st	2nd
I paper on principles ...	2 hours	50		
II paper on exercises ...	3 hours	100		
		150	90	53

(*b*) *Commercial Arithmetic.*—Short methods in addition, subtraction, multiplication and division of whole numbers and of fractions; Subtraction by addition, indigenous notation and numeration; Balancing accounts. Tables of weights, measures, lengths, money and time, English and Indian. Mental Arithmetic, easy calculation of prices, practice, invoices and bills. Proportional parts as in Partenerships and mixtures of metals. Percentages, stock book, consignment invoices, Insurance and discounts. Simple Interest, Interest Ledgers and current accounts of Bankers and of Marwari Sahukars. Banker's Discount.

Text-book.—Junior Commercial Arithmetic or "Vanijya Ganita" by Mr. K. Srinivasaraghavachar, B.A., L.T., published by the Mysore Education Department, price 12½ annas.

	Max.	Minimum. 1st Class	2nd Class
One paper of 3 hours ...	100	60	35

(*c*) *Methods and Machinery of Business.*—Correspondence; essentials of a business letter, parts of a letter, Memos, Official letter forms, writing addresses and letters on topics (

included in this syllabus. 'From' and 'To' Registers, indexing, cross referencing, Postal charges, Postal certificate book, Postage book, petty cash book. Buying and Selling of goods, orders, parcels, V.P's invoices, credit and debit notes, statements of account. Banking practice, uses of banking, paying in slips, fixed deposits, cheques, their parties, presentation, dishonouring, notice, endorsements, crossed cheques; bills of exchange, promissory notes acceptance, presentation, dishonouring by non-acceptance and non-payment, holder in due course. Joint Stock Companies their formation and advantages. Postal information useful to merchants.

Text-book.—Vyaparasadhanopayagalu by Mr. G. Subba Rao, B.A., and Mr. K. Srinivasaraghavachar, B.A., L.T., published by the Mysore Education Department, annas 10.

	Max.	Min.	1st Class	2nd Class
One paper of 3 hours	100		60	35

(d) *Currency and Banking.*—Barter, its inconveniences, currency and money. Functions and attributes of money, Standard, money and token money, chief coins of the Commercial countries of the World, Currency notes, Reserve against them. Bills and cheques, their forms, endorsements, presentation, dishonour Notice and Protest. Services rendered by Banks, Current, fixed and savings deposits. Loans, cash credits, overdrafts, discounting of bills. Kinds of Banks and their characteristics; Presidency Exchange, Joint Stock, Co-operative and Industrial. Sahukars and Shroffs; Bank Accounts and Bank balance sheets and Profit and Loss accounts.

Text-Books.—Banking and currency or "Banks and Dhana or Hana" by Mr. K. Srinivasaraghavachar, B.A., L.T., and Mr. G. S. Subba Rao, B.A., published by the Education Department.

Reference.—Pamphlet on Banking issued by the Industries and Commerce Department.

	Max.	Min.	1st Class	2nd Class
One paper of 3 hours	100		60	35

(e) *Economic Geography.*—1. Geography and its principles, Geography of commerce, physical and political influences on commerce, Natural formation and geographical position, Natural forces, winds and climate, Soil and mineral deposits, Custom, Government or political constitution, Transport and communication, obstruction to commerce, Banking.

2. Geographical conditions of success in Agriculture, manufactures and commerce; Importance of agriculture, scientific agriculture, coal and iron as powerful aids to manufacture, Central position and facilities for transportation as aid to commerce. Contribution of science to commerce.

3. *Products.*—Vegetable and mineral; *Vegetable.*—Tropical wheat, millet, potatoes, ragi, fruits, flax and jute, wool, silk; *Sub-tropical.*—Cotton, tobacco, opium and tea; *Temperate.*—Coffee, paddy, other products; til, groundnut, cocoanut, gum, arecanut, shellac and dyes. Timber, bamboo. *Mineral* products, coal, petroleum, iron, gold and silver, precious stones, lead, copper, tin, aluminium. *Chemicals.*—Soaps, pottery and glass ware.

4. *Continents and countries.*—Their boundaries, extent, coast line, harbours, rivers, canals, climate, products and communications, Government Weights and measures, banking facilities and commerce. Asia (India and Mysore in particular and other countries in general). Europe (British Isles in particular). America, Africa and Oceanea.

5. Trade routes and ways and means for the increase of livelihood.

Text-Books.—Mr. G. S. Subba Rao's "A hand book of Commercial Geography." Published by the Education Department, price as. 8.

	Maximum.	Minimum. 1st	2nd
One paper of 3 hours	100	60	35

(f) One of the following Languages.—English, Telugu, Tamil, Urdu or Gujarati Syllabuses for languages other than English are the same as in the English Section. For English in Paras 3 in both the courses, read ("Translation From and To Kannada").

The number and periods of question papers and marks are the same as in the English Section.

Notification D. No 12, dated 23rd July 1920.

MYSORE LOCAL EXAMINATIONS.

In continuation of Notification D. No. 104 of 20th April 1920, the following portions are prescribed as text in Sanskrit taken as the first language for the Lower Secondary Examination of 1921.

1. Champu Ramayana ... ... Sundara Kanda.
2. Raghuvamsa ... ... Cantos 1 and 2.

C. R. REDDY,
Inspector-General.